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Transportation

VEHICLE OPERATIONS

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This instruction establishes procedures and standards for managing Vehicle Operations Flight on Osan Air Base ROK. It implements AFD 24-3, *Operations, Maintenance, and Use of Transportation Vehicles and Equipment*. It applies to all units that operate and control Air Force Motor Vehicles (owned or leased).

SUMMARY OF REVISIONS

This revision incorporates changes to the 51 FWI 24-301 by adding Chapter 1 Air Force Motor Vehicles (AFMVs) and Chapter 3, Immediate Response Vehicles/Emergency Response Vehicles (IRV/ERVs). It also deletes the Top Wheels program and the Crew Chief program in the old version of 51 FWI 24-301. A bar (|) indicates revision from the previous edition.

1. Policy for AFMVs:

1.1. **Policy:** The 51st Fighter Wing and associated tenants use over 2000 AFMVs daily to accomplish the mission at Osan Air Base ROK. Commanders must ensure the proper use of AFMVs assigned to their organizations. Therefore, all units having vehicles must have a commissioned officer appointed as Vehicle Control Officer (VCO) and a Vehicle Control Non-Commissioned officer (VCNCO). The minimum grade for all VCNCO positions is E-5, SSgt. Exceptions to this policy only apply to units that have 2T1X1 positions authorized. The unit commander must appoint all VCOs/VCNCOs. *One simple rule applies with respect to the use of AFMVs; restrict the use of all DoD motor vehicles, (including rented or leased), to official purposes only that would further the mission of the Air Force.*

1.1.1. The following key commanders, 7 AF/CC, 51 FW/CC and 5 RS/CC are authorized Command and Control Vehicle (CACV) authorizations by HQ USAF/LGT. The authority for CACV is premised on a commander's mission requirement for the around-the-clock access to an AFMV and vehicle based communication capability. The commander must be assigned dedicated installation quarters.

1.1.2. Domicile to duty is the use of AFMV between a residence and place of employment. Due to the operational mission of Osan Air Base, the Secretary of the Air Force has authorized the following positions domicile to duty: 7 AF/CV, 607 AOG/CC, 607 AIG/CC, 51 OG/CC, and 51 SPTG/CC.

1.1.3. Personnel on temporary duty (TDY) may only use an AFMV for transportation between temporary (transient) quarter's on-base and duty locations. TDY personnel billeted off-base may park their vehicle at the gate; however, taking an AFMV to off base quarters is prohibited due to the congestion and limited parking in the Pyongtaek area. Vehicles used by TDY personnel will be identified with a 51 FW Form 40, **TDY Decal**, affixed to the AFMV's rear window. These decals are issued by the Vehicle Operations Flight. When public transportation is not available or is not practical, TDY personnel may use AFMV's to travel to an on base eating establishment, barber shop, places of worship, and similar places for the sustenance, comfort or health of the member, fostering the continued efficient performance of government business.

1.1.4. Alert Flight Crews in a TDY status (i.e., 5 RS; Det 1, 33 RQS) are authorized an alert vehicle for transportation to and from on base dining facilities and temporary lodging facilities when the lodging facility serves as the primary alert crew housing (This does not include the use of aircraft chase vehicles). Flight Crews not in TDY status may use an alert vehicle only for transportation to and from on base dining facilities.

1.1.5. Security Forces and Fire Department personnel who must respond to emergency situations may take AFMV's to on-base dining facilities, MWR, and AAFES operated dining establishments. *NOTE: This does not include drive-up windows.*

1.1.6. Services: Bus Transportation in support of DOD authorized services programs and family service center (FSC) programs may be provided when such transportation *can be made available without detriment to the DOD mission*. This support is limited to bus transportation only unless specifically noted otherwise. The Installation Commander is the approval authority for this type of transportation support. When available, NAF and/or commercial transportation sources will be used. All requests must be coordinated with the installation Transportation and Services Squadron's. Such services cannot be provided for domicile-to-duty transport. The Services commander must sign all requests and state that non-appropriated vehicles (NAF) are not available. When the request is approved, passenger pickup locations must not be in residential areas. Paragraphs [1.1.6.1.](#) through [1.1.6.4.](#) reference what type of transportation support requires this coordination and approval.

1.1.6.1. Wing sports teams (personnel officially representing the wing at scheduled events).

1.1.6.2. Civilian groups may be transported to the installation in the interest of community relations when officially invited by the Wing Commander.

1.1.6.3. Wing sponsored tours when operated on a non-profit basis and scouting programs (when part of the Youth Center and a signed charter with MWR).

1.1.6.4. The Chaplain sponsored Orphanage may be provided bus support when there is no impact on mission sustaining activities. Individual unit orphanages may be supported with Non-Appropriated Fund – NAF (Services) vehicles, commercial transportation or POV's. *NOTE: This support will only be provided when there is no detriment to the Air Force mission.*

1.1.7. Military organizations that are designated as geographically separated units (GSUs) or Osan organizations not supported by the base shuttle system may submit a request through Vehicle Operations, 51st Transportation Squadron, the use of AFMVs to allow on duty personnel to eat at on-base dining facilities. Requests must be justified in writing, and approved by the Logistics Commander. Note: *Scooters are classified as organizational equipment and are not authorized to be taken to base dining facilities or personnel dormitories.* Due to security reasons, flightline support personnel north of the Alpha, Bravo, Charlie and Delta diamonds are authorized the use of passenger carrying GOVs to and from on base dining facilities (i.e., Osan-Ni, Pacific House and Mustang flightline kitchen). Only personnel in direct support of aircraft generation may use this exception to policy.

1.1.8. Geographically Separated Units (GSUs) are authorized to take a designated AFMV to the Post Office and commissary when performing official duties (picking up unit mail, or making official purchases). Vehicles will not be used to stock squadron snack funds designed to make a profit. The Vehicle Operations Flight will issue one decal to each GSU, which must be affixed to the AFMVs rear window. Individuals must not take AFMVs to or park at the permanent dormitories. GSU vehicles will not be taken to the main gate for personal use.

1.1.9. The use of an AFMV is authorized when making unit purchases from the commissary or the Base Exchange for IMPAC card purchases in support of the unit's mission. Vehicles will not be used to stock squadron snack funds designed to make a profit. Individual purchases are prohibited.

2. Vehicle Misuse:

2.1. Use of government owned/leased vehicles (GOVs) for personal reasons is a violation of statutory law (40 U.S.C. Section 491), Federal Travel Regulation U3200, JTR C2050, DoD 4500.36R and AFI 24-301. One simple rule applies with respect to official use of government vehicles: *Restrict the use of all DoD motor vehicles, including rented and leased, to official purpose only, that is, uses that would further the mission of the Air Force. Provide a vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted.* Refer requests not conforming to governing directives to the Vehicle Operations Flight Superintendent or the Vehicle Division Chief.

2.1.1. Offenses for misuse of GOVs can lead to serious penalties. Misuse and/or failure to prevent misuse are punishable under Title 31 U.S.C. Section 1349. Military personnel are subject to disciplinary actions under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate. Civilian personnel are subject to suspension from duty by the SECAF, without pay, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

2.1.2. All suspected GOV misuses will be reported to the Vehicle Operations Fleet Management office during normal duty hours at 784-5811 and Vehicle Dispatch 784-4266 after normal duty hours. The vehicle registration number, location, time, and date of the suspected misuse is needed to investigate the offense. The Operators Records and Licensing (ORL) office will then conduct a technical assessment of the incident to determine if regulatory official use guidelines itemized in this instruction have been violated. All substantiated allegations, along with the technical assessment, will be forwarded from the Transportation Commander to the appropriate unit commander for investigation. Suspected units will have 10 workdays to answer the alleged vehicle misuse.

2.1.3. All cases must be logged and filed for audit and reference purposes in Fleet Management. Cases must contain date of misuse, unit involved, case number, date VCO was notified, and the date the report was sent to the unit commander.

2.2. Any vehicle found in an unauthorized location is subject to towing, lock up, or recall. If the vehicle is impounded by 51st Transportation Squadron the vehicle authorization must be re-justified to the 51 LG/CC. The reply must address what steps the squadron is taking to prevent recurrence of misuse.

| 3. Immediate Response Vehicle/Emergency Response Vehicle (IRV/ERV):

3.1. Operation considerations, such as an increased state of readiness, combined with limitations on privately owned vehicles (POVs) within Korea create a unique situation, which current vehicle policies do not take into account. The effect of current policies hinders key and essential personnel's ability to respond rapidly to/during crisis, degrades overall productivity during normal day-to-day operations, and puts additional strains on individuals serving at this forward-deployed location. This IRV/ERV policy is designed to help minimize the impact of these constraints, while complying with the intent of the Office of the Secretary of Defense (OSD) and AF vehicle use policies.

3.1.1. The 51st Fighter Wing Commander (51 FW/CC) will:

3.1.1.1. Approve all requests for IRV/ERV authority. IRV/ERV authority will be limited.

3.1.1.2. Approve all designated IRV/ERV parking areas.

3.1.1.3. Review the list of all personnel with IRV/ERV authority semi-annually to assure that this program is not being abused.

3.2. Unit Commanders will:

3.2.1. Submit requests, in writing, for IRV/ERV authority to the 51st Transportation Squadron's (51 TRANS) Vehicle Operations Flight for processing and approval by LG/CC and 51 FW/CC.

3.2.2. Ensure IRV/ERV authority users comply with all aspects of the program.

3.3. Chief of Transportation will assure overall administration of the IRV/ERV program.

3.4. Vehicle Operations Officer/Superintendent will:

3.4.1. Process all IRV/ERV requests to the 51 FW/CC for approval.

3.4.2. Issue IRV/ERV passes to be affixed to the lower left corner of the windshield of the vehicle being used to exercise IRV/ERV authority.

3.5. IRV/ERV Users will:

3.5.1. Request, in writing, IRV/ERV authority through their unit commander. Requests will contain complete justification, describe the position IRV/ERV is being requested for and identify the vehicle(s) that will be used.

3.5.2. Obtain IRV/ERV passes for approved authority from 51 TRANS VOF.

3.5.3. Affix IRV/ERV passes to the lower left corner of the windshield of the vehicle being used to exercise this authority.

3.5.4. Turn IRV/ERV passes into Fleet Management upon permanent change of station or changes in need. IRV/ERV passes can be transferred through submission of a letter informing Fleet Management of a change in personnel.

3.5.5. Comply with all the rules concerning IRV/ERV usage. IRV/ERV authority will not be used for personal convenience.

3.6. Procedures:

3.6.1. IRV authority is designed to provide key individuals on Osan Air Base with an ability to respond quickly to mission related activities. Generally, personnel receiving IRV authority serve in key positions. ERV authority is designed to provide units who require rapid response, 24-hour response capability to meet this requirement.

3.6.2. Individuals requesting IRV/ERV authority will make the request, in writing, through their unit commander to 51 TRANS VOF for final approval by 51 FW/CC. Once approved, the signed request will be taken to Fleet Management, at Vehicle Operations (Building 1310), for issuance of an IRV/ERV pass.

3.6.3. Maintain letters authorizing IRV/ERV.

3.6.4. Semi-annually, provide the 51 FW/CC with a list of all personnel/sections that have IRV/ERV authority along with approved parking areas.

3.6.5. As necessary, coordinate locations of IRV/ERV parking areas.

3.7. Civil Engineer (CES) will make and post IRV/ERV signs at the entrances of designated IRV/ERV parking areas.

3.7.1. Fleet Management will issue IRV/ERV passes only after receiving a request letter, which has been properly approved by the 51 FW/CC. They will retain this letter on file and will ensure the IRV/ERV user is aware of the provisions of IRV/ERV use and of all IRV/ERV approved parking areas.

3.7.2. Recipients of IRV/ERV authority will affix the pass to the lower left corner of the windshield of the vehicle they are using when exercising IRV/ERV authority. These vehicles are only authorized to park at any specifically designated IRV/ERV location and secured.

4. Forms Prescribed: 51 FW Form 40, TDY Decal.

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Commander